

NOTICE: Please forward this form to the agency for which you served as a Peace Officer, Police Officer or Federal Law Enforcement Officer/Agent. THIS LETTER MUST BY TYPED ON OFFICIAL LETTERHEAD OF THE AGENCY and signed by the proper authority attesting to your status as an Officer or Agent for that agency. Upon completion, submit the form with your application. A sample may be found at the end of this form. A blank form is also available on the Internet at: <http://www.dps.state.az.us/ccw/LEOformletter.pdf>

(OFFICIAL AGENCY LETTERHEAD)

Date

Arizona Department of Public Safety
Concealed Weapon Permit Unit
PO Box 6488
Phoenix, AZ 85005-6488

According to official records of the **(federal, state, county, or local agency having law enforcement responsibility)**, I certify that **(name of peace officer, police officer or federal law enforcement officer/agent)** (check each applicable box and enter related information).

- Is currently employed as a Peace Officer, Police Officer or Federal Law Enforcement Officer/Agent since:
- Is honorably retired as a Peace Officer, Police Officer or Federal Law Enforcement Officer/Agent serving from: _____ to _____.
- Was or is certified to carry a firearm while on-duty and his/her badge or employee number is:
- Federal officers/agents only Job series code and title:
- Meets the requirements of a "qualified retired law enforcement officer" as defined on page 2 of this letter: YES or NO (circle one).

ATTESTED BY:

Signature

Printed Name:

Title & ID #:

Agency

Telephone #

Definitions

“Certificate of firearms proficiency” means a document issued by the Arizona Department of Public Safety pursuant to the Law Enforcement Officer’s Safety Act of 2004 that demonstrates the bearer qualified with a firearm in accordance with related rules and laws.

“Federal Law Enforcement Officer/Agent” means any person employed or retired from a federal law enforcement position whose duties are or were primarily the investigation and apprehension of individuals suspected of offenses under the criminal laws of the United States.

"Honorably retired peace officer, police officer or federal law enforcement officer/agent" means a person who separates from a law enforcement agency after 10 or more years of service (15 or more, if applying for a certificate of firearms proficiency), receives a medical, disability, or regular retirement pension or annuity as a result of qualifying years of service as a peace officer, and has a letter from the law enforcement agency confirming these facts.

"Peace Officer" or "Police Officer" means any person vested by law with a duty to maintain public order and make arrests.

“Qualified retired law enforcement officer” (if applying for a certificate of firearms proficiency) means, for the purposes of this employment verification letter, an officer or agent that:

- Has retired in good standing from service with a government agency as a law enforcement officer for an aggregate of fifteen (15) years or more for reasons other than mental instability, or retired from such an agency due to a service-connected disability after completing any applicable probationary period of such service;
- Was authorized by law to engage in or supervise the prevention, detection, investigation, prosecution or the incarceration of any person for any violation of law;
- Had statutory powers of arrest;
- Has a non-forfeitable right to benefits under the retirement plan of the agency for which he was employed;

YOUR TOWN POLICE DEPARTMENT
1234 Any Street
Your Town, AZ 85000

01/02/2005

Arizona Department of Public Safety
Concealed Weapon Permit Unit
PO Box 6488
Phoenix, AZ 85005-6488

According to official records of the **Your Town Police Department**, I certify that **John Q. Public**: (*enter related information*).

- Is currently employed as a Peace Officer, Police Officer or Federal Law Enforcement Officer/Agent since:
- Is honorably retired as a Peace Officer, Police Officer or Federal Law Enforcement Officer/Agent serving from: **October 10, 1977 to October 20, 1997**.
- Was or is certified to carry a firearm while on-duty and his/her badge or employee number is: **123456**.
- Federal officers/agents only Job series code and title:
- Meets the requirements of a "qualified retired law enforcement officer" as defined on page 2 of this letter YES or NO (circle one).

ATTESTED BY:

Signature

Printed Name: Ms. Jane Jones
Title & ID #: Human Resources Admin Clerk #54321
Agency: Your Town Police Department
Telephone #: (123) 456-7890